

Proofs of Claim

For Attorneys

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should first be added (by the court staff) and then the claim to the creditor record can be filed.

In the following exercise, the creditor is already on the case. Other lessons show how to add creditors to the creditor database by uploading the matrix or adding each record separately.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the [File Claims](#) hyperlink.

STEP 3 The **CREDITOR SEARCH** screen will display. (See Figure 3.)

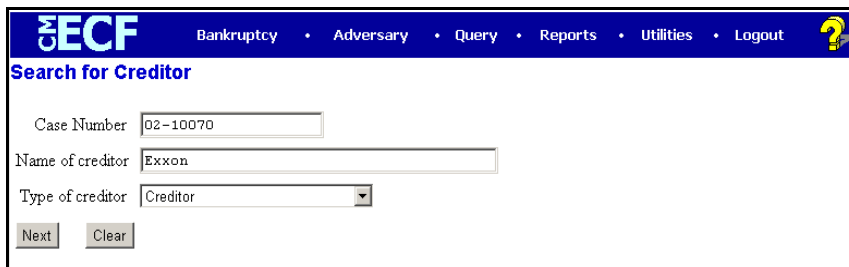


Figure 3

- ◆ Click in the **Case Number** box and enter the correct case number in YY-NNNNN format.
- ◆ Enter the **Name of creditor** filing the claim. Additional search clues are shown below.

Search Hints for Creditor Database:

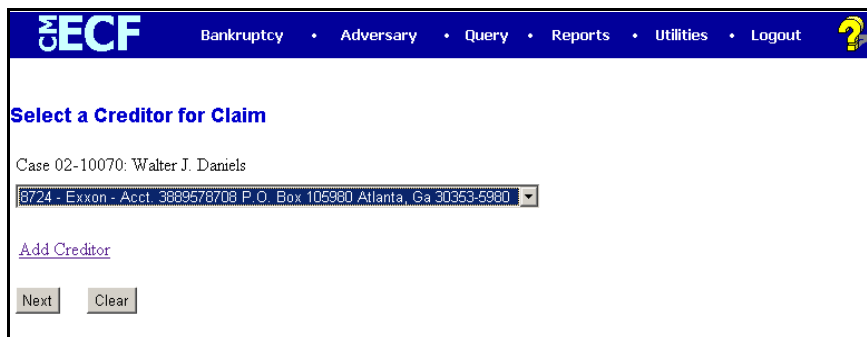
1. Searching is **case sensitive**. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

NOTE: Do not change the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system, the Creditor Type field defaults to **Creditor**.

The **Creditor Type** must match the creditor information. If creditors are stored on the database as a different **Creditor Type** you will have to search by that Type. A creditor with a **Creditor Type** of **Notice of Appearance** will not be found unless the **Creditor Type** field is changed to **Notice of Appearance**.

- ◆ Click **[Next]** to search the creditor database for this claimant.

STEP 4 The **CREDITOR SELECTION** screen will then display the creditor(s) who match the search criteria. (See Figure 4a.)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select a Creditor for Claim

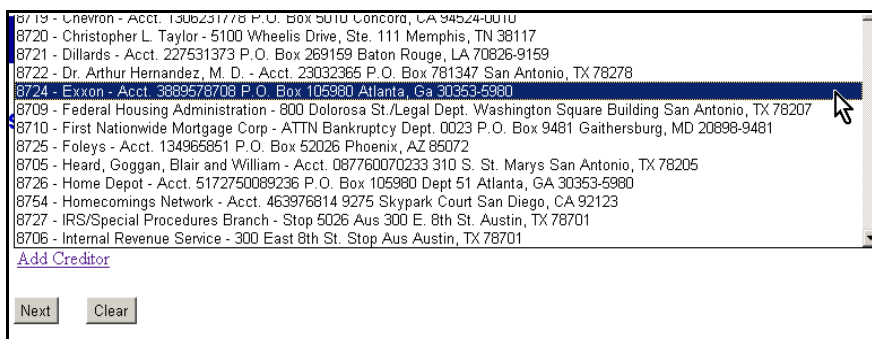
Case 02-10070: Walter J. Daniels

8724 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980

[Add Creditor](#)

Figure 4a

NOTE: If no search criteria was entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors (See Figure 4b.)



8719 - Chevron - Acct. 1306231778 P.O. Box 5010 Concord, CA 94524-0010
8720 - Christopher L. Taylor - 5100 Wheelis Drive, Ste. 111 Memphis, TN 38117
8721 - Dillards - Acct. 227531373 P.O. Box 269159 Baton Rouge, LA 70826-9159
8722 - Dr. Arthur Hernandez, M. D. - Acct. 23032365 P.O. Box 781347 San Antonio, TX 78278
8724 - Exxon - Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980
8709 - Federal Housing Administration - 800 Dolorosa St./Legal Dept. Washington Square Building San Antonio, TX 78207
8710 - First Nationwide Mortgage Corp - ATTN Bankruptcy Dept. 0023 P.O. Box 9481 Gaithersburg, MD 20898-9481
8725 - Foleys - Acct. 134965851 P.O. Box 52026 Phoenix, AZ 85072
8705 - Heard, Goggan, Blair and William - Acct. 087760070233 310 S. St. Marys San Antonio, TX 78205
8726 - Home Depot - Acct. 5172750089236 P.O. Box 105980 Dept 51 Atlanta, GA 30353-5980
8754 - Homecomings Network - Acct. 463976814 9275 Skypark Court San Diego, CA 92123
8727 - IRS/Special Procedures Branch - Stop 5026 Aus 300 E. 8th St. Austin, TX 78701
8706 - Internal Revenue Service - 300 East 8th St. Stop Aus Austin, TX 78701

[Add Creditor](#)

Figure 4b

- ◆ Select the desired creditor by clicking on it with your mouse if using the drop-down select window.

Contact your local court for procedures If you are unable to find a creditor after using various search criteria. The [Add Creditor](#) hyperlink is available for court users only.

- ◆ Click **[Next]** to continue adding a Proof of Claim.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim. (See Figure 5.)

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Proof Of Claim Information For

8724 - Exxon
Acct. 3889578708
P.O. Box 105980
Atlanta, Ga 30353-5980

Case Number: 02-10070	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor ▼
Last Date To File:	Last Date To File (Govt):	Date Filed: 08/22/2002	Late: No ▼	Status: <input type="text"/>

Amount Claimed

Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown 350.26	Total (Display Only) 350.26
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Amount Allowed

				Total (Display Only) <input type="text"/>
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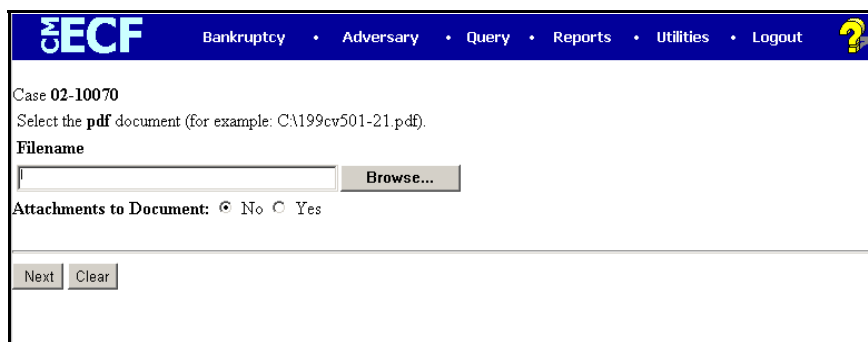
Description: Gasoline purchases

Remarks:

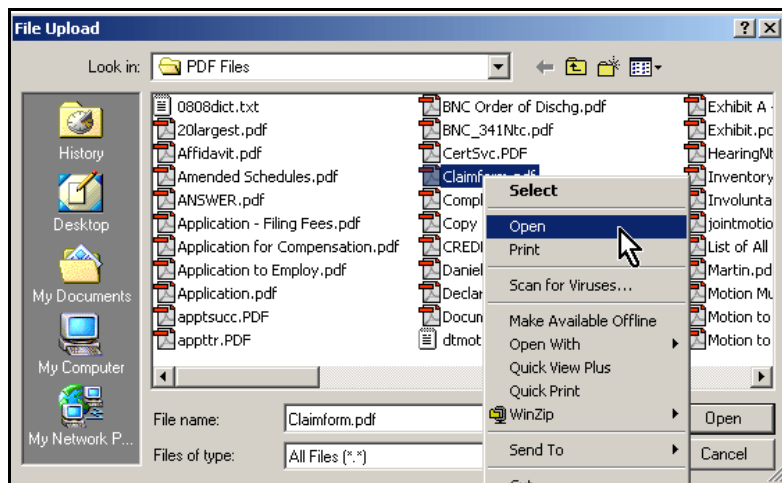
Next Clear

Figure 5

- ◆ Enter the data in the appropriate fields for the claim. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
- ◆ Enter the **Amount Claimed** in the appropriate category. Amounts will total automatically and will appear on the Claims Register. Amounts should **NOT** be entered in the **Total (Display Only)** field.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.
- ◆ The optional **Status** field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by your local court.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register. Both fields are 255 characters long.
- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- ◆ When you have completed this screen, click **[Next]** to associate the PDF file of the claim with this filing.

STEP 6 The **PDF Document** screen displays. (See Figure 6a.)**Figure 6a**

- ◆ If this is an ECF court, a PDF image of the claim is required.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b.)

**Figure 6b**

- This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.
- Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 6c.)

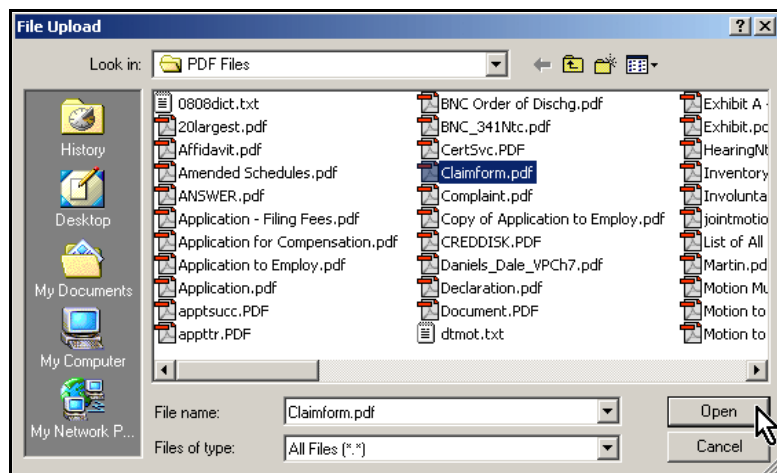


Figure 6c

- ◆ The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (See Figure 6d.)

Figure 6d

- ◆ PDF **attachments** to claims (contracts, invoices, or other supporting documents) can be linked to this claim. To attach supporting documents, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the PDF document.

NOTE: Please note that the PDF file of this claim is not an **attachment**. An **attachment** is other supporting document or collateral information.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 7

The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. (See Figure 7.) This claim is now part of the official court record.

The screenshot shows a web browser window with a blue header bar containing the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text reads 'U.S. Bankruptcy Court' and 'Systems Deployment and Support Division'. The main content area is titled 'Notice of Electronic Claims Filing' and contains the following information:

The following transaction was received from Wilson, D.L. on 8/22/2002 at 2:46 PM CDT

Case Name: Walter J. Daniels
Case Number: [02-10070](#)
Exxon
Creditor Name: Acct. 3889578708
P.O. Box 105980
Atlanta, Ga 30353-5980
Claim Number: [1](#)
Total Amount Claimed: \$350.26

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Claimform.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=8/22/2002] [FileNumber=7242-0] [5
d52503b07fd8f74887738403a76c8940f99d18379ca8515170faf180f3f78d9c6c2b7
3b4998b8b93ffc033830f53e9d29400b60dc12c1aebede6bb8b9a2405]]

Figure 7

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the case docket report via PACER.
- ◆ Clicking on the document number hyperlink displays the PDF image, via PACER, of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, click again on **Bankruptcy**, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

STEP 8**CLAIMS REGISTER**

- ◆ To run the Claims Register, via PACER, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. There is a separate CM/ECF Claims Register lesson.